

EXECUTIVE SECRETARY I
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: December 7, 8 &10, 2004

Collective Bargaining Identification: R04

Job Analysis Conducted By: Libby Beall, Associate Personnel Analyst
Personnel Examining Section
California Department of Corrections

Number of Incumbents: There are 11 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated October 6, 2004.

Names of the Subject Matter Expert(s) and their background:

Carla Cook, Executive Secretary I, Office of Substance Abuse Programs

Carla Cook currently works as an Executive Secretary I for the Department of Corrections (CDC) at Office of Substance Abuse Programs. Prior to this she worked as an Executive Secretary I at Institutions Division for 7 months. She previously worked as an Office Technician at Northern California Women's Facility. She has been with CDC for over 12 years.

Patricia Mook, Executive Assistant, Institutions Division

Patricia Mook has worked as an Executive Secretary I for the Department of Corrections (CDC) for 8 years. Prior to this she worked as an Executive Secretary I at the Department of Health Services for 2 years. She has been with CDC for over 14 years.

Vicki Mack-Williams, Executive Assistant, Support Services

Vicki Mack-Williams has worked as an Executive Secretary I for the Department of Corrections (CDC) for 4 years. She has been with CDC for over 16 years.

EXECUTIVE SECRETARY I INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Job Specification – Executive Secretary I
- State of New Hampshire – Executive Secretary
- State of New Jersey – Executive Secretary
- State of Illinois – Executive Secretary I